



CENTRAL INSPECTION
(316) 268-4479

**HOME OCCUPATION
LICENSE APPLICATION**
FEE: \$35.00 per year

New Renewal
Daycare
Change of Address Old Address

Name	
Address	Zip:
Phone	
Legal Description of Property	

- Describe briefly the home occupation:
- How long has the home occupation been at this address?
- How many employees, if any, will function at this address?
- What types of materials, equipment, or vehicles are used in the home occupation, and where are they stored?
- Number of square feet used in conjunction with the home occupation?

I have received and read Article IV-E and to the best of my knowledge this application is true and correct. This license is subject to review for any violation of the ordinance.

Signature of Applicant Date

FOR OFFICIAL USE ONLY

OCI INSPECTOR	APPROVED	DISAPPROVED	DATE
License Number		Issue Date	
Zone			

The zoning ordinance in the Code of the City of Wichita regulates the use of all properties within the city, -and establishes standards for all zoning districts. Section 3.96.010 of the code requires an annual fee of \$35.00 per year be paid for any occupation or business being conducted in a residential zoning district. When applying for a home occupation license, the application must be completed in **triplicate**. Licenses are non-transferable from person-to-person. If the applicant moves during the license period, the applicant must inform Central Inspection of the new address. All applications should be sent or brought to the Central Inspection Office-7th Floor, 455 N. Main, Wichita, KS 67202.

License Procedure for Family Day Care Homes:

Family Day Care Home - A home occupation, in a dwelling, in which care is given for less than twenty-four hours a day to ten or less children away from their own homes, who are not related to the care provider; provided, however, the number and ages of the children shall not exceed that permitted by the licensing regulations of the Kansas Department of Health and Environment.

Steps to be taken in establishing a Family Day Care Home in the City of Wichita, Kansas:

1. Contact the City/County Health Department, 1900 E. Ninth, for licensing information. (Telephone No. 268-8241)
2. Contact Central Inspection, 455 N. Main, for Zoning.
3. Complete the Home Occupation application by either downloading the attached application, picking up the application at the Central Inspection Office, or by requesting that an application be mailed to you. Return the application to Central Inspection, 455 N. Main, Wichita, KS 67202.
4. The application will be reviewed by an inspector from Central Inspection.
5. If the home is approved, the application will be approved and sent to the Treasurer's Office. The Treasurer's Office will send the applicant a bill for the \$35.00 license fee. Upon receipt of the fee, the license will be mailed to the applicant.
6. All day care applicants must call Fire Prevention at 268-4441 and arrange for home inspection by the current Fire Inspector.
7. Central Inspection will send the Health Department a copy of the approved Home Occupation application. It is the responsibility of the applicant to provide the Health Department with proof that they are licensed as a Home Occupation before the Health Department can complete the licensing process.

Additional housing requirements for day care and/or any other questions should be directed to (316) 268-4479. **Day care applicants must also schedule an appointment for inspection with the Wichita Fire Department-Fire Prevention Office at 268-4441.**

Applicants need to contact the County Appraiser's Office-Business Personal Property at 383-8200. Anyone owning personal property with the intent to establish a business (home occupations included) whether as an individual, corporation, manufacturer, or merchant must file a Commercial Personal Property Statement with the County Appraiser's Office per Kansas Statute 79-303 and 79-306. Please be aware that there are filing deadlines for these forms per Kansas Statute 79-1422. Please contact the County Appraiser's Office and file in a timely manner to avoid any State mandated penalties.